



N TARGET

With the Iowa DNR Records Program

June 2008

The Records Center staff strives to serve both the public and DNR staff by managing the Department's Records efficiently and with a high degree of integrity. For more information; Contact Leslie Leager at 515-281-4790 or leslie.leager@dnr.iowa.gov

Floods of 2008

During the month of June, the threat of potential flooding at our SW 7th office resulted in the evacuation of that building. On Tuesday June 10th, staff from Wallace, Air Quality and Water Supply worked to remove 235 boxes of records from this location and relocated those records to the Wallace Building.

Open Records Strategies in the Digital Age

The DNR has an obligation to make open records available to the public. It is the goal of the records program to make our records as accessible as possible. In order to utilize current technologies and maximize staff resources, three strategies must be implemented that include:

- Expanding the electronic records program,
- Revising outdated document retention schedules
- Managing e-mail DNR employees receive.

An important part of developing these strategies is gathering input from staff.

- July - Top management will be identifying their goals.
- August - Section supervisors will be interviewed to discover their key topics.
- September - All staff will be surveyed to identify their needs.

Open Records Requests

The Records Center facilitates the public and staff's ability to access open records by maintaining a reception counter for immediate retrieval of documents, along with taking requests by phone, e-mail and fax.

- **Staff File Requests:** 411
- **Public File Requests:** 97

The three (3) most requested files types are:

- Leaking Underground Storage Tanks (LUST)
- Solid Waste Fees
- Storm Water

New Files Generated

The Records Center currently manages 90+ retention series (active files) for program areas.

Number of files created: 298

Types of files created:

- Commission Meeting Minutes
- Flood Plains
- Completed Investigations
- Agricultural Operations Permits (Wastewater)
- Wastewater Facility (Sewage)
- Treatment Agreement (Water Quality)
- Storm Water
- Solid Waste, SDP (Sanitary Disposal)
- Underground Storage Tanks (UST)
- Leaking Underground Storage Tanks (LUST)
- Personnel Files
- Table of Authorized Positions



Records Management

The Records Center works with program areas across the Iowa DNR in managing active and inactive documents.

Total number of record boxes acquired: 58

Program Areas Include: Accounting, Licensing & Solid Waste.

Electronic Records

Listed below are Program Areas that have made their Records available online.

- **SWAP (Solid Waste Alternative Program)**
2,374 pages scanned for a total of 37,505 images online.
Website: <http://programs.iowadnr.gov/swap/ContractSearch.aspx>
- **Solid Waste**
9,348 pages scanned for a total of 197,625 images online.
Website: <http://www.iowadnr.com/waste/sw/>
- **Contaminated Sites**
2,004 pages scanned for a total of 602,537 images online.
Website: <http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx>
- **Air Quality**
4,417 pages scanned, with more than 1 Million plus images are posted online.



Water Supply

Water Supply Records Center manages active and inactive files for program areas that are located at 401 SW 7th Street in Des Moines:

- **Number of files created:** 15
- **Number of documents filed:** 1,117

Air Quality

Air Quality Records Center manages active and inactive files for program areas that are located at 7900 Hickman Road in Urbandale.

- **Public File Requests:** 9
- **Number of files created:** 57



Electronic Inventories

Soon, a comprehensive electronic inventory will be available of all files (paper, film, fiche) that are managed by the Records Center. Some of those inventories are complete and available electronically.

List of Complete Inventories

- ADM 1-1-1 Commission Meeting Minutes (**New**)
- CON 3-4-1-3 Flood Insurance Correspondence (County & City)
- CON 11-3-2 Agricultural Wastewater Operation Permits
- CON 11-4-1 Wastewater Sewage Facility Files
- CON 11-32 Non-Point Source
- CON 11-34 Storm Water
- CON 12-1-1 Solid Waste, SDP (Sanitary Disposal)
- CON 12-2-3 Spills
- CON 12-7-5 Leaking Underground Storage Tanks (LUST)
- CON 12-15 Contaminated Sites
- CON 12-17-11 Solid Waste Alternatives Program (SWAP) (**New**)



DID YOU KNOW? Staff may access these inventories by visiting the Records Center Front Desk Computer.